

ICS 75-2898

IC-Reg Copy

Rpts BA

20 August 1975

MEMORANDUM FOR: EO/ICS

SUBJECT : Weekly Activities Report

1. The following opinions have been polled in response to your request for views of CPAD with regard to the ICS Weekly Report:

a. Do the members of your component find the ICS Weekly Report useful as an internal communications device?

There have been relatively few references made to it. When used, it served only to identify responsible individuals with whom details could be pursued.

Is the report circulated to all members of your component?

It is available to all members of this component in our weekly reference file.

b. Do you feel that the report is worth the time and effort it takes to prepare it? If not, do you have a suggested alternative?

Generally not felt to be worth the time required. A suggested alternative was for a summary format such as --

PROJECT	OFFICER	STATUS
Repair Weekly Report	<input type="text"/>	Initial Survey Out

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c. Do you feel the ICS Weekly Report is useful as a historical document?

Mixed opinions.

d. If you feel the ICS Weekly Report should be retained do you have any suggestions as to how it might be improved?

One suggestion was to make it bi-weekly. Another suggestion was to use it to key component staff meetings.



Brigadier General, USAF
AC/IC/CPAD

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12 August 1975

ILLEGIB

MEMORANDUM FOR: PD/Plans
Division/Staff Chiefs
USIB Elements

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1. [] has raised the question of the various communication devices and management techniques used in the Staff for internal communications and reporting -- particularly the continued usefulness of the ICS Weekly Report. Although [] reads the Weekly Report and uses it as one means of keeping himself informed on Staff activities; he wonders if the report has usefulness within the Staff. With this in mind I would appreciate your comments on the following:

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a. Do you and the members of your component find the ICS Weekly Report useful as an internal communications device? Is the report circulated to all members of your component?

b. Do you feel that the report is worth the time and effort it takes to prepare it? If not, do you have a suggested alternative?

c. Do you feel the ICS Weekly Report is useful as a historical document?

d. If you feel the ICS Weekly Report should be retained do you have any suggestions as to how it might be improved?

2. I would appreciate your polling the members of your staff and providing me an answer to these questions by COB, 20 August.

[]

EO/ICS

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cc: Gen. Wilson

Rob —

~~Shane~~

P.J.

PD

Please add note —
I'll consolidate

S.K.